



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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23 Sep 1998

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
CHIEF, NATIONAL GUARD BUREAU

SUBJECT: Year 2000 (Y2K) Compliance—FY 1999 Reporting Requirements

The secretary's memorandum entitled "Year 2000 Compliance," dated August 7, 1998, directs several measures by specific dates to improve the accountability for Y2K compliance. To carry out the secretary's requirements, the OSD staff developed an implementation plan that underscores the need for accurate mission-critical information in the DoD Y2K database. Guidance for the Acquisition Category I, IA, II system reports will be provided separately, since this information will not be used in the determination of Y2K-related FY 1999 funding withholdings.

The military departments, the commanders-in-chief, and the defense agencies are responsible for consistent, accurate, and timely submission of Y2K information for the DoD Y2K database. In this regard, the data reporting requirements found in the ASD (C3I) memorandum, "Year 2000 Assessments," dated August 1, 1996, and the ASD (C3I) memorandum, "System Interfaces, Data Exchanges, and Defense Integration Support Tools," dated November 5, 1996, no longer apply. While my staff is available to assist you in your actions to ensure the accuracy of the Y2K database, each component is responsible for all actions necessary to eliminate redundancies and inaccuracies of system and subsystem reporting. Each component must ensure adherence to my memorandum entitled "Year 2000 Database Reporting," dated June 19, 1998. The updated and corrected Y2K database as of October 1, 1998 will serve as the baseline for Y2K mission-critical systems.

To further comply with the secretary's direction, additional information is necessary to record and maintain the status of formal interface agreements for Y2K compliance. Each component is responsible for determining that there is a complete set of interface agreements for all pertinent mission-critical systems under its purview. Defense Information Systems Agency (DISA) will provide by September 25, 1998, to my Resource Management office a list of all megacenter domains and associated domain users who have failed to or are not planning to sign explicit test agreements with DISA by October 1, 1998. DISA will provide a copy of this list to each affected DoD component. DISA will also provide the estimated resources provided by these domain users.

As part of the department's upcoming apportionment process, the Office of the Under Secretary of Defense (Comptroller) will direct the services and defense agencies that all funds for each mission-critical system be withheld from obligation until the system meets the standards of the Secretary of Defense memorandum. On a case-by-case basis, I will consider granting waivers for individual systems that are necessary to ensure the performance of essential military functions, or that are based on safety considerations. Withheld funds will be released through the normal fund release process. My staff will hold period reviews on the status of Y2K withhold funds.

Prior to obligation of funds, the military departments, the commanders-in-chief, and the defense agencies are responsible for making sure that any contract that processes date-related information contains the Y2K requirements specified in Section 39.106 of the Federal Acquisition Regulation.

To assist you in these efforts, additional guidance documents are available on the C3I Web page ([www.dtic.mil/c3i/](http://www.dtic.mil/c3i/)). For comments and questions, my point of contact is Ms. Sally Brown, 703-602-0967, [sally.brown@osd.pentagon.mil](mailto:sally.brown@osd.pentagon.mil).

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Senior Civilian Official